

DISTRICT LEASE CHECKLIST

KRS 65.944(1)(b) and 702 KAR 3:300 establish the requirement and procedures for school district leases in excess of \$100,000 to be approved by the Commissioner of Education

District Name: _____

District Point of Contact for Lease Questions:

Name: _____ Phone: _____ Email: _____

Leasing Vendor Name: _____

Lease Effective Date: _____

Type of Lease: () Fair Market Value [FMV] () \$1 Buyout Option () Other _____

Term of Lease: _____ Number of optional renewal periods: _____

Total Amount of Lease: _____ Interest Rate: _____ Interest Amount: _____

Items to be included in the Lease package submitted to KDE:

**See District Lease Checklist Guidance document for additional information and guidance on required information.*

___1. Completed Lease Checklist

___2. District Cover Letter (*See sample District Cover Letter & include information from*)

- () District Superintendent request for KDE lease approval
- () District Board of Education approval pending KDE approval
- () District Finance Officer confirmation of district funding source(s) and available funds
- () District CIO/DTC confirmation of warranty coverage/support plan

___3. District Board Attorney approval letter

___4. Proposed Lease

___5. Funding Source (*select all that apply*)

- () General Funds
- () Local Funds
- () E-Rate Funds
- () Other _____

___6. Procurement Source

- () KETS Contract (List Contract Number)
- () State Master Agreement (Kentucky) (List Master Agreement Number)
- () Other Existing Contract (Include Contract Number, contract Source and a copy of the contract)
- () District Bid (Include a copy of the bid and awarded contract)

Submit completed lease packages to the Kentucky Department of Education, Office of Education Technology via email to Melissa Moore at melissa.moore@education.ky.gov and copy Jessica Abbott at jessica.abbott@education.ky.gov